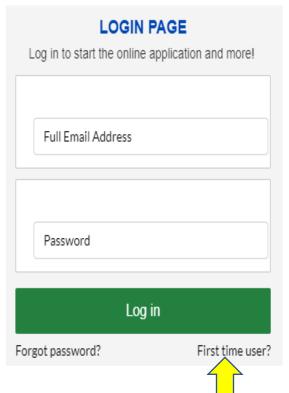
Getting Started Using the IDALS Self-service Portal – Commercial applicator TRANSFER your certification

For best results use a desktop or laptop computer. If you have already requested an account and set up a password, login and continue to the second section.

How to create a new account and log in to the IDALS portal -



https://iowaagriculture.force.com/pesticideapplicator/s/login/

Select, "First time user?"

A new screen will ask for your name and contact information.

Enter an email address that is unique for you. We suggest applicators use a personal email not a company email so that access is continuous regardless of employment/employer.

User type = Applicator

Do you already have a Certification Number = "Yes" For a transfer

Enter you certification number

Do you already have a License Number = "NO" (this would be the employer not an individual)

Select Sign Up to continue

When the account is ready, an email will be sent inviting you to set up a password so that you may login. This may take 1-2 business days. Follow the instructions in the email. Check your junk or spam folder if you don't see the email in your inbox.



Once logged in the screen displays 5 boxes, click on "Start an Online Application Here"

- Select "Yes" if you would like your card mailed to you, then Next
- Type of application you want to begin, select "OTHER" then 3 more options will appear; select "Transfer an Existing Certification to a New Company"
- Select "License Number" for how you want to apply
- If not known, find employer's license numbers here: https://iowapestapplicators.secure.force.com/lookup



